

FBA ST. LOUIS RESOURCE MANAGEMENT TASK ORDER

1. Your agency control number (if needed):	Date:
2. FBA contract number: 50WCNA7F 6039 / 6075 / 6086 / 6040 / 6027 / 6088 / 6076 / 6087	
3. FBA task order number (assigned by FBA):	
4. Task type? Fixed price (for product) <input type="checkbox"/> Level of effort (for service) <input type="checkbox"/> NOTE: If level of effort is requested, estimated number of hours by service/skill is required in block 18.	
5. Requesting agency name/address/phone number: Name: Phone: Address: City: State: Country: Zip:	
6. Agency project officer (must return signature page of attached AGuidelines≡): Name: Office symbol: Phone number: Room number:	
7. Place of performance, if different than block 6:	
8. Single <input type="checkbox"/> or multi <input type="checkbox"/> service request?	
9. Pre-proposal task request meeting required? Yes <input type="checkbox"/> No <input type="checkbox"/>	
10. Description of task/service required (include technical aspects, physical requirements or expertise required): <hr/>	

11. Procedures/instructions to be followed in completing the task (attach copy or provide reference):

12. Production standards/acceptance criteria by which contractor can monitor progress/performance of tasks (mandatory):

13. Deliverables/timeliness/reports, products, documentation for government acceptance and payment (mandatory):

14. Equipment and facilities to be provided by the Government, when necessary for performance of specific tasks; e.g., access to Government computer network for data entry:

15. Security clearance required? No ☐ Yes ☐ What level? (Secret is highest) Police check?
No ☐ Yes ☐ (Reimbursable under task request)

16. Safety issues involved/safety equipment required? Yes ☐ No ☐
If yes, specify:

17. Estimated number of contractors required, identified by skill category:
Skill category: Number:
Hours per day: Hours per week: M Tu W Th F
Hours of operation: _AM to PM (minute lunch period)
Overtime required? Yes ☐ No ☐

18. Period of performance: through

19. Travel required? No ☐ Yes ☐
Local ☐ or Out-of-town ☐ (Attach specifics)

20. Agency certification:

The requesting agency certifies by signing this document that they are not supplementing Government staff nor interchanging with Government personnel or providing personal services. They further certify that they cannot use in-house capabilities for performance of these tasks.

Signature of project officer:

Name:

Title:

Date:

Signature of approving official:

Name:

Title:

Date:

21. **THE FOLLOWING BLOCK IS FOR FBA USE ONLY:**

FBA Validation & Certification:

Appropriation data: ST 01251/2524

MOU No.

Funding Document No.

Straight time funds available:

Overtime authorized/funds available: _

*Travel authorized/funds available:

Other authorized expenses/funds available:

Total amount of task order:

Name:

Title:

Date:

Authorized Contracting Officer Tech Representative

Exempt ☐ Non-exempt ☐

Wage Category

Wage Rate

Markup

Health & Welfare

Bill Rate

x

+

=

*When travel is authorized by the customer in a task order, the contractor will be reimbursed in accordance with the JTR. Charges will be billed against this task order.

INSTRUCTIONS FOR COMPLETING FBA TASK ORDER

- Block 1. Your agency's internal control number, if applicable.
- Block 4. Check either: Fixed price, if one-time project or product is desired. Cost will be negotiated between contractor and Contracting Officer; OR, Level of effort, if service in a particular skill category is desired. Complete Block 17 also.
- Block 5. Requesting agency information.
- Block 6. Information regarding person requesting resource management services.
- Block 7. Only if location is different than Block 6.
- Block 8. Check either: Single service, if only one skill category is involved; OR, Multi-service, if product/project involves several skill types.
- Block 9. Pre-proposal meeting is necessary only when negotiations are needed for a fixed price product.
- Block 10. Description of task/service. Include specific expertise required such as software, certification, etc.
- Block 11. List Standard Operating Procedures, manuals, regulations, etc., which apply to the task.
- Block 12: Mandatory. List specific standards/criteria by which the contractor (as the contract employee's supervisor) can monitor progress of the task order. For instance: After initial training period, produces word processing documents in correct format with no errors; inputs data accurately by deadlines.
- Block 13. Mandatory. List deliverables under the task order which you are signing for when you sign the contract employee's timesheet. Examples: Time & Attendance Reports; word processing documents; file 60-100 documents per hour, etc.
- Block 14. List if furnished by government, such as access to computer, office space and supplies.
- Blocks 15 & 16. Address any security/safety issues. Does customer require a police check before assignment begins?
If contract employee will drive a GOV, driving record is required.
- Block 17. Specify skill type or attach project description if different than those offered; work days and hours; overtime required? If overtime is not included in the original order, order be amended before overtime can be worked.
- Block 18. Estimated time period; may be extended longer or terminated sooner, if necessary, but FBA needs to be informed to increase obligation or close order.
- Block 19. List any projected travel so that funds can be included.
- Block 20. Task order must be signed by approving official designated by your agency.

TO: Project Officer

SUBJECT: Guidelines for Contract Employees

Attached for your information and use are guidelines for contract employees placed under the FBA contract. If you have any questions, please call Cathy Jaeger, FBA, at (314)539-6016.

Please mail or fax (539-6103) a signed copy of this letter to FBA acknowledging receipt of the guidelines. Thank you for your cooperation.

KAREN BLUM
Chief Operating Officer

PROJECT OFFICER GUIDELINES FOR CONTRACT EMPLOYEES

Absences (other than vacation): The contract employee calls the contractor, who in turn calls to inform the customer and asks if a replacement is needed.

Administrative functions: Contract employees are not allowed administrative leave for such functions as picnics, blood drives, luncheons, dedications, town hall meetings, etc. They are hired to perform a function. If they are not performing that function, they are not entitled to pay and the Government is not billed.

Awards: Contract employees are not eligible to receive monetary awards, such as On The Spots, performance awards, etc. You can issue a letter of appreciation.

Background screening: The contract does not cover basic screening used in the federal government. A police check can be requested but is reimbursable under the task order.

Contract employees: May be brought into the government workplace to perform a specific task(s), not to fill a position.

Contractor responsibilities: Included, but not limited to, are salaries; benefits (insurance, vacation); training (unless task related specialized training is not available from contractor's sources); EEO guidance; counseling, behavior/performance problems; other training/guidance/assistance required by the employee.

Government-Owned Vehicles (GOV): Contract employees are not normally authorized to operate a GOV due to liability. Exceptions can be granted but should be clearly indicated on the task order.

Government representation: Contract employees cannot perform tasks that require them to represent the Government in policy or decision making or in government functions such as EEO Committees, Savings Bonds or CFC Campaigns, Boards, etc.

Holidays: Non-exempt contract employees are entitled to the same holidays as Government employees. Full-time employees get 8 hours holiday pay. Part-time employees' holiday pay is prorated based on the hours worked during the week preceding the holiday. Exempt contract employees fall under the contractor's own internal holiday policy. Holidays are not billed under the task order unless the contract employee works the holiday. Do not include holidays in the total verified on the timesheet unless the employee worked that day. If you do include the unworked holiday in the total, you may be billed.

ID cards/card keys: It is up to the customer agency whether the contract employee will be issued an ID or keys. If ID/keys will be issued, it should be noted in Block 14 of the task order.

Inclement weather: Contract employees are not entitled to administrative leave. If an agency decision to close is made before working hours, the contract employee should be contacted by the project officer (customer) or have been given a phone number to call for pre-recorded reporting instructions.

If the contract employee is not notified and reports to work, he/she is entitled to the minimum four hours show up time. If an agency releases early, the contract employee will be paid for only those hours actually worked, but not less than the four hour minimum.

Overtime: Contract employees may work overtime, but the requirement should be stated in or added to the task order so that funds availability can be certified by the customer and obligated by the Contracting Officer Technical Representative to the contractor.

Personal services: Specifically excluded from this contract and are performed through an employer-employee relationship created between the Government and contract personnel. Such a relationship is usually typified through virtually continuous supervision and control of contract personnel by a Government employee.

Privately-Owned Vehicles (POV): A contract employee may use his/her own vehicle for travel, if specified in the task order, and be reimbursed in accordance with the JTR. Requesting agency should verify the expense report before the contract employee submits to the contractor.

Safety limitations: The contractor provides their light industrial employees (laborers, janitors, etc.) safety guidelines such as not lifting over 25 pounds, not working on ladders, not working at harbors.

If you have a question about your working conditions, FBA can provide more details. Although there are limitations, the contractor is flexible. If the task order specifies what the contract employee is expected to do, FBA can negotiate with the contractor to approve exceptions. Any changes in working conditions should also be coordinated through FBA.

Sick leave: Contract employees are not entitled to sick leave.

Supervision: To be provided by the contractor. This includes monitoring employee performance, effecting necessary employee disciplinary actions, dealing with conduct issues, and awards. Any problems with performance, attendance, personal problems, etc. should be referred to the contractor, who will deal with their employee.

Task Order: Submitted to FBA after approval by agency approving official. If the task(s) or scope of the task(s) is altered, the task order must be modified, approved and submitted to FBA before any new work is assigned. Assignment of tasks and related activities should be channeled through the Agency Project Officer designated on the task order.

Timesheets: The Project Officer, or his appointed designee, is responsible for verifying contract employee hours worked by signing the contractor's weekly timesheet. The correct total hours and minutes needs to be entered in three different places. If you add and enter the wrong total, you may be billed for the incorrect hours. The PO can pull the Customer Copy for their records. These timesheets will be treated as receiving reports. When signed, they are certifying/accepting the deliverables under the task order. Acceptance includes: services performed have met the quality requirements specified in the task order; the quantity of work meets the minimum requirements established in the task order; the contract employee has met all deadlines identified in the task order.

Training: The Government cannot fund any training that is not specific to the task order under which the contract employee is performing. Contractors provide their employees with information on such matters as EEO, sexual harassment, safety, and drugs/violence in the workplace, as these are personnel issues.

Travel: If required for a contract employee, authorization must be contained in the original task order or added by amendment. Be specific as to mode of transportation, reporting and completion dates and times, rental car or POV. Limitations on food and lodging and POV will be determined in accordance with the JTR. Requesting agency must verify the contract employee's expense report before submission to the contractor. Keep travel time outside normal work hours to a minimum.

Vacation: Non-exempt contract employees are eligible for vacation after one year. The contract employee informs the contractor of the time period he/she wishes to take. The contractor calls the customer to see if this is agreeable and also asks if a replacement is needed for the vacation period. Exempt contract employees fall under the contractor's own internal vacation policy.

I have read the above information and agree to abide by the terms and conditions specified.

Project Officer's Name: _____

Agency: _____

Date: _____

RETURN THIS SIGNATURE PAGE TO THE FBA OFFICE